To Whom It May Concern:

It has come to my attention that you are looking for a place to stay during your assignment in our place. I understand that you are finding such a task difficult since you are a complete stranger in this city. To help you with finding a suitable place to stay in, I am recommending the services of a good man whom I have known for several years and considered a pillar of strength and honesty in our community. He has a nice lodging house in the suburbs, which is only walking distance from your work. The place is well fenced and has twenty-four hour security.

Since your work requires that you be on the field in most hours of the day, you will need a trustworthy landlord to keep an eye on your important possessions. In that regard, you can trust your landlord fully. I also will stress out his zeal in keeping his tenants satisfied with the utility of his dormitories.

I hope that my prompt personal recommendation will guide you in searching for a good place that would fit your personal preferences.

Sincerely,

Allain Jacobs

City Councilor